

17 Dec. 1953

**CONFIDENTIAL**

MEMORANDUM TO: Time and Attendance Clerks

FROM : Acting Comptroller

SUBJECT : Preparation of Time and Attendance Reports and  
Maintenance of Leave Records on a Decentralized Basis

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1. The attached instructions covering the above subject set forth the present requirements pertaining to leave and overtime and a proposed procedure to be followed for a trial period in maintaining Time and Attendance Reports on a decentralized basis.

2. The purpose of the decentralized leave system is to provide current information relative to leave balances of individual employees in the office to which the employees are assigned and to the extent feasible reduce the overall cost to the Agency in maintaining leave records. The trial installation of the decentralized leave system is made to ascertain the workload being placed on time and attendance clerks under the system as compared to that under the centralized leave procedure now in effect.

3. In order to determine whether or not this system should be formally installed throughout the Agency for employees of the voucherized payroll, the time and attendance clerks during this trial period should keep account of the time required by them to process the Time and Attendance Reports under their jurisdiction. In this connection a separate estimate is requested covering the time required at the end of the payroll period to compute the cumulative leave balances on the current period reports and carry forward such balances to the reports for the succeeding pay period.

4. It is recommended, where feasible, that each time and attendance clerk be made responsible for the processing of Time and Attendance Reports for not more than 30 employees.

5. Individual problems and/or assistance needed in using the attached instructions should be brought to the attention of the Technical Accounting Staff, Office of the Comptroller, Extension [redacted]

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TAS/HEJ:kdm (17 Dec 1953)

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**REMARKS:** Attached Procedure is on original

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